



Public Service
Career Diversity
Over 10,000 Employees
Statewide Locations
Benefits
Retirement
Paid Holidays
Training
Career Path
Promotional
Opportunities
Part Time
Full Time
Seasonal Jobs

HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.

Career Opportunity Bulletin

CORRECTIONAL CAPTAIN

Code: 520901

Pay Grade: 21 (\$16.81- 22.89/hr.)

Open for Recruitment: July 1, 2014 to Until Canceled

JOB DESCRIPTION

The Department of Corrections has current and/or future anticipated vacancies at the Central Office, Maine Correctional Center, and/or the Maine State Prison. Qualified applicants will be placed on an Employment Register that will be used to fill these vacancies. This is investigative and protective services work of a supervisory nature in monitoring, overseeing, and evaluating staff on a work-shift or program activity in an adult correctional facility. Your work involves monitoring and overseeing institutional security functions, scheduling / post assignments, payroll, overseeing prisoner transports and searches, as well as managing incidents, assisting with investigations, maintaining records, etc. You will be required to make recommendations in the development and implementation of operational procedures. During non-business hours, you will often times be the senior official on grounds.

Typical Duties

- Oversees and directs subordinate supervisors and line officer personnel on a work shift or in a program area.
- Investigates prisoner grievances and complaints, conducts initial investigations, and resolves or recommends resolution.
- Investigates complaints or allegations involving subordinate staff.
- Conducts prisoner disciplinary investigations and hearings.
- Supervises and oversees movement of prisoners to and from work assignments, recreation activities, meals, etc.
- Oversees the surveillance of institutional grounds and buildings.
- Monitors, observes, and inspects prisoner cell blocks, housing units, and living areas.
- Reviews and evaluates the educational training needs of staff and provides training.
- Tabulates and records prisoner counts.
- Schedules staff and assigns and/or authorizes overtime.
- Directs, observes, and monitors shakedown of living areas and prisoners.
- Evaluates subordinates' performance, examines task outcome against job standards, and discusses evaluation with employees.
- Monitors and evaluates current security practices and procedures within area of responsibility and provides recommendations for changes as necessary.
- Coordinates with and participates as a member of unit management team.
- Ensures compliance with American Correctional Association standards in assigned areas or responsibility.

Maine State Government is an Equal Opportunity/Affirmative Action Employer.
We provide reasonable accommodations to qualified individuals with disabilities upon request.

MINIMUM REQUIREMENTS

In order to qualify, you must have five (5) years of education from an accredited educational institution, training, and/or experience in correctional institution security and/or prisoner care and custody programs which includes at least two (2) years of responsible correctional supervisory experience.

Value of State-paid Dental Insurance: \$13.13 biweekly

Value* of State-paid Health Insurance:

- Level 1: 100% State Contribution (employee pays nothing): \$375.10 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$356.35 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$337.59 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$318.84 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2014.

Value of State's share of Employee's Retirement: 22.5% of pay.